

**FINANCE & UTILITY COMMISSION MEETING**  
**Wednesday, March 17, 2021, 5:00 PM**

The Committee meeting was convened at 5:00 p.m. by City Clerk Carrie Myers. This was a Zoom meeting. Those present included: Council Members John Dayton and Vaughn Ripley, Commission Members Syree Williams, Tom Smith, and Brian Keller, and staff members Carrie Myers, John Gerstner, Milt Frech, Matt Campbell, Jeremy Mose, and Rikki Bruchey. Mayor Nathan Brown and City Administrator Dave Dunn joined the meeting later. Also present were Jason Azar and John Strong, Clark Azar.

WB Tower Foundation – John Strong gave an update of this project. Soil boring samples indicated the foundation would need to be excavated an additional three feet down. The contractor provided a quote for an additional \$16,000 to cover this expense. Engineers feel the issue can be mitigated with an alternate method of using textile fabric and GAB stone. Although still awaiting cost for this method from contractor, engineers feel this option will be less expensive.

Little League Fields Plan – Mr. Gerstner discussed this item. He stated with the \$65,000 POS grant for this project, staff would like to piggy-back on a Frederick County contract with Poole & Sons to complete the layout and grading of the fields, with an option for the contractor to supply top soil if necessary. The cost for the grading work was \$37,075, with the total cost not to exceed \$50,000 should top soil be required. Mr. Gerstner discussed other grant funding would be spent on back stops and fencing. Ms. Myers stated an additional \$15,000 worth of grant funding was added to this project by re-programming several old POS grants with leftover funding remaining. The Commission approved recommending this spending plan and contract to the Mayor and Council for approval.

West B Street Water Line Bids – Mr. Gerstner discussed this item. Three bids were sought and two received for this project. The low bid of \$713,970 from Gabe's Service is adequate, and this vendor came highly recommended from Frederick County, who routinely utilizes them for work of this nature. Ms. Myers reminded the Commission this project is being funded from the \$1.2 million bond. The consensus of the Commission was to recommend approval to the Mayor and Council.

Delaware Avenue Storm Water Bids – Mr. Gerstner discussed this item. He stated engineers approximate the cost of this project at \$200,000. He stated a few patch repairs can be made to delay the full project by a few years while the funding is re-assessed. Mayor Brown suggested tabling the discussion until more is known about the stimulus money the City is supposedly receiving later this year.

FY2021 Finance Reports – Mr. Dunn confirmed that current expenditures are less than anticipated for this time of the budget cycle across all departments.

FY2022 Budget – Mr. Dunn stated the draft general fund budget presented is only a first draft. He stated the next action necessary is to discuss and set property tax rates/constant yield for next year, which will be discussed at the next Commission meeting. Mr. Dunn also reminded the

Commission that last year water rates were not increased, only sewer rates. Because of how we must budget for depreciation, the enterprise funds show a negative balance after the audits are completed.

Other topics discussed included Mr. Dayton mentioning the EDC would be requesting to discuss adding a potential staff person for next year. Mayor Brown stated several additional positions were being considered. He also reminded the Commission about the salary study currently happening, so the City is better prepared for future hiring discussions.

The meeting concluded at 5:47pm.